

TOWN BOARD MEETING AGENDA
November 16, 2016

TOWN BOARD WORKSHOP – Board Room – 6:30 pm

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

PRESENTATION: HALFMOON CELEBRATIONS ASSOCIATION

PROCLAMATION THAT THE TOWN OF HALFMOON IS A PURPLE HEART TOWN

COMMUNITY EVENTS:

Senior Center is hosting their Holiday Bazaar on November 19th from 9-2. Come and see all the Crafters', Quilters and Jewelry Makers along with Grandma's Treasures and the best Baked Goods!

The Town of Halfmoon Recreation Department has a donation box in the foyer of Town Hall and is accepting Thanksgiving food items until November 18th for delivery of Thanksgiving Baskets on the 19th.

Clifton Park – Halfmoon Library is sponsoring a Volunteer Fair for Teens and Adults on Saturday, November 19th from 1 - 3pm.

Halfmoon Celebrations will hold Holiday Stop and Shop on November 26th "Small Business Saturday" from 10 am to 3 pm at the Halfmoon Town Hall. Various vendors will offer a wide assortment of exceptional items and raffle items.

Holiday Party with Memorial Tree Lighting on December 3rd 4:00 – 6:30 at Town Hall and Tree Lighting 6:30 - 7:30 at Abele Memorial Park

Outside Holiday Home Decorating Contest will be held on December 17th from 6-9:00 pm. Completed applications will be accepted up to Friday December 9th to be entered into the contest!

TOWN MEETINGS:

Town Board Meetings: 1st & 3rd Wednesday of month at 7:00 pm except May 7th at 2:00 pm

Pre-meeting at 6:30 pm

Zoning Board of Appeals: 1st Monday of month at 7:15 pm. Pre-meeting at 7:00 pm

Planning Board Meeting: 2nd & 4th Monday of month at 7:00 pm. Pre-meeting at 6:00 pm

Board of Assessment Review: 4th Tuesday in May
Senior Center Business Meeting: 1st Wednesday of month at 1:00 pm
Halfmoon Historical Society: Last Tuesday of month at 7:00 pm
Open Space & Trails Committee: December 19th
Resident Relations Committee: TBD
Business & Economic Development Committee: TBD

REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY

Kevin J. Tollisen (Town Supervisor)

Paul Hotaling (Deputy Supervisor): (1) Chair of Parks & Recreation, (2) Chair of Town Infrastructure (Water, Highway, Building & Maintenance), (3) Chair of Character Counts, (4) Chair of Personnel Committee, (5) Chair of Safety Committee

John Wasielewski (Town Board Member): (1) Chair of Ethics Committee, (2) Chair of Committee on Emergency Services and Public Safety (Emergency Corps, Fire Department, Police); (3) Chair of Committee on Resident Relations, (4) Liaison to Planning Board

Daphne Jordan (Town Board Member): (1) Chair of Business and Economic Development (2) Chair of Insurance (Liability and Medical) (3) Liaison to Open Space and Trails Committee, (4) Zoning Board Liaison

Jeremy Connors (Town Board Member): (1) Liaison to Planning Board; (2) Chair of Animal Control Committee (3) Chair of Committee on Not for Profit Organizations; (4) Co-Chair of Business & Economic Development Committee (5) Chair of Committee for Baseball/Athletic Organizations

Lynda Bryan (Town Clerk): (1) Chair of Senior Programs, (2) Chair of Committee on Historical Archives (3) Co-Chair on Residence Relations Committee

Amanda Smith (Recreation Director): (1) Liaison to Halfmoon Celebrations Committee

Lyn Murphy, Esq., (Town Attorney)

Cathy Drobny, Esq. (Town Attorney)

PUBLIC COMMENT (for discussion of agenda topics)

DEPARTMENT REPORTS – month of October

1. Town Clerk Fees Submitted to the Supervisor - \$11,246.56

DEPARTMENT MANAGER MONTHLY REPORTS – (Can be viewed at the Town Clerk's Office) month of October
Planning Department, Animal Control, Water Department

CORRESPONDENCE

1. Received from the West Crescent Fire District their 2017 Adopted Budget Summary
2. Received from Clifton Park – Halfmoon Public Library their 2017 Approved Budget
3. Received from the Two Towns – One Book Clifton Park & Halfmoon Community Read, the 2017 Winning Book of Noon at Tiffany's by Echo Heron. Events planned around the theme of this book will be announced in January.
4. Received from the US Army Corps of Engineers, a copy of the response letter sent to Bruce Tanski addressing his request for authorization for the discharge of fill materials into waters of the United States for the construction of a 65 lot townhouse subdivision on Farm to Market Road
5. Received from the Superintendent of Highways notification that they will return to their winter hours of Monday through Friday 7am – 3pm as of November 21, 2016. The Transfer Station hours will remain the same as will the Senior Dispatch
6. Received from the NYS Department of State, notification of their filing of Local Law #9-2016, overriding the Tax Levy on November 4, 2016
7. Received from the NYS Department of State, notification of their filing of Local Law #10-2016, Halfmoon Village PDD on November 4, 2016
8. Received from Halfmoon-Waterford Fire District #1, notice of the Annual Election to take place on Tuesday, December 13th from 6 – 9:00 pm at 315 Middletown Road for the purpose of electing (1) one Fire Commissioner, for a five-year term, to commence January 1, 2017 and end December 31, 2021.
9. Received from NYS Department of Transportation, the results of the traffic signal study for Route 9 & the Stone Quarry intersection. They conclude that there has not been a pattern of accidents that would be correctable by a traffic signal and that there is sufficient sight distance. They noted that the STOP bars for Stone Quarry Road are unnecessarily far from the intersection and they will relocate them closer

OLD BUSINESS

1. Resolution that the Town Board hereby awards the construction contract for the Sitterly Road Pavement Preservation Project to Prime Highway Contractors, LLC in the not to exceed amount of three hundred thirty nine thousand four hundred forty seven dollars and twenty four cents (\$339,447.24) and to authorize the Supervisor to execute any necessary documentation associated with their services on this project, subject to the review and approval of the Town Attorney.

NEW BUSINESS

1. Resolution to approve and order paid all vouchers #2,336 – 2,441
2. Resolution to approve minutes of Town Board Meeting of November 02, 2016 as presented.
3. Resolution that the Town Board accepts the Town Clerk's Certificate of No Filing for using Water Fund Capital Reserve for funding to acquire equipment and vehicles for the Town of Halfmoon in the amount of \$185,000.
4. Resolution that the Town Board accepts the Town Clerk's Certificate of No Filing for using General Fund Capital Reserve for funding to acquire Equipment, Vehicles, Materials A/C Heating System and Computer & Technology related equipment/upgrades for the Town of Halfmoon in the amount of \$205,000.
5. Resolution that the Town Board authorizes a supplement to the 2016 contract to Barton & Logudice in the not to exceed amount of \$2,000 due to the increased volume of services required for grant projects.
6. Resolution that the Town Board authorizes the Supervisor to send a letter to the NYS Department of Transportation stressing the need of reducing the speed limit of Ponderosa Drive and adjoining developments from 30 mph to 25 mph. for the safety of the residents.
7. Resolution that the Preliminary Budget as amended be and is hereby adopted as the 2017 Budget for the Town of Halfmoon, and further;
Resolution that the 2017 Budget be copied in its entirety in the 2016 Minutes Book of the Town of Halfmoon.
8. Resolution that the Town Board authorizes the 2016 annual stipend to the Clifton Park – Halfmoon Memorial VFW Post #1498 in the not to exceed amount of \$1,000.
9. Resolution that the Town Board authorizes the Town Supervisor to enter into an Inter-Municipal Agreement with Clifton Park for the Crescent Road Bike and

Pedestrian Improvements. The total costs estimated in 2009 have increased thereby requiring each Town's 10% share to increase; the increased responsibility for each Town is \$85,600 for a total sponsor match of \$216,600.

10. Resolution that the Town Board approves the Supervisor's Report for the month of October, 2016 as presented.

11. Resolution that the Town Board authorizes the Supervisor to accept a grant from Saratoga County in the amount of \$11,250 for the Champlain Connecting Trail and hereby authorizes the Supervisor to execute any documents necessary to effectuate the transfer of the funds, per the review and approval of the Town Attorney.

12. Resolution that the Town Board authorizes the Supervisor to execute any documents necessary to effectuate the receipt of the \$90,795 awarded by the New York State Department of State Local Waterfront Revitalization Program for the Halfmoon Waterfront Connection Project, per the review and approval of the Town Attorney.

13. Resolution that the Town Board hereby approves the expenditure of \$85,325.00, said monies to come from the Recreation Fees located in the Special Revenue Fund, and to authorize the Supervisor to sign and all documentation needed to proceed with the Inter-Municipal Agreement with Clifton Park for the Crescent Road Bike and Pedestrian Improvements project, subject to the review and approval of the Town Attorney.

14. Resolution that the Town Board hereby authorizes payment to Willard Mountain Inc. in the not to exceed amount of three thousand dollars (\$3,000.00) for the ski program and to authorize the Supervisor to execute any necessary documentation associated with the payment, subject to the review and approval of the Town Attorney.

15. Resolution that the Town Board authorizes the Supervisor to make the attached Transfer between Appropriations and Creation of Appropriations.

A resolution is needed to create the following budget amendment of appropriations and revenues in the Special Revenue Fund for engineering fees for on-site quality inspections. These funds are developer's monies held in escrow by the Town in a regular checking account and used for the payment of costs for that particular project. This resolution is necessary to comply with proper accounting procedures as set forth by NYS Department of Audit and Control.

Debit:	Estimated Revenues 25-510	\$692.96
	Subsidiary: 25-4-2189 Home & Community Services	\$692.96
Credit:	Appropriations 25-960	\$692.96

Subsidiary: 25-5-1440.40 Engineering
Contractors Inspections **\$692.96**

Information Only: The above was derived from the following breakdown of charges to be paid on the November Abstract for engineering and related fees

NAME	AMOUNT
Stonecrest Ph 3 Rosewood	\$692.96
Total	\$692.96

Transfers between Appropriations

From Account	To Account	Amount	Reason
10-5-9010.80- Employee Benefits- State Retirement	10-5-1230.40 Grants- Contractual	\$2,000	To cover expenses thru year end
30-5-8310.42 Admin-Contractual Legal Fees	30-5-8320.41 Source of S&P Cont-Electric	\$25,000	To cover expenses thru year end
20-5-5140.41 Misc-Contractual-Fuel & Gas	20-5-5130.20 Equipment	\$50,000	Transfer within own budget to purchase additional equipment
20-5-5112.21 Improvements-Capital Outlay	20-5-5130.20 Equipment	\$2,908.77	Transfer within own budget to purchase additional equipment
20-5-5140.41 Misc-Contractual-Fuel & Gas	20-5-5130.40 Equip Repair	\$10,000	Transfer within own budget to cover repairs thru year end
10-5-1620.40 Buildings- Contractual	10-5-1620.20 Buildings- Equipment	\$2,115	Transfer within own budget to cover expense of Sr. Ctr hot water tank
30-5-8330.42 Purification-Contract- Chemicals	30-5-8310.20 Administration Equipment	\$2,000	Transfer within own budget to cover accessories for vehicles
10-5-9010.80- Employee Benefits- State Retirement	10-5-8160.10 Transfer Station-Pers Services	\$9,000	Transfer to cover expenses thru year end

The following creation of appropriations is needed in the General Fund based on money received for newsletter advertising to date. This creation is for the quarterly distribution of the Halfmoon Navigator.

DEBIT: Estimated Revenues 10-510 \$1,300
Subsidiary: Other, Misc-Newsletter
10-4-2770.10 – \$1,300

CREDIT: Appropriations 10-960 \$1,300
Subsidiary: Public Information & Serv
10-5-1480.40 - \$1,300

A resolution is necessary to create appropriations within the Special Revenue fund from recreation fees to increase the Crescent Road Pedestrian and Bicycle Improvements Project in the amount of \$85,325.

Debit: Appropriated Fund Balance 25-599 \$85,325

Credit: Appropriations 25-960 \$85,325
 Subsidiary: 25-5-9901.90 - \$85,325
 Interfund Transfer

An increase to the creation of appropriations is necessary for the Crescent Road Pedestrian and Bicycle Improvements Project with Clifton Park. The Towns of Halfmoon and Clifton Park are constructing a sidewalk on Crescent Road from Oke School to Dunsbach Road. The total project has increased to \$2,166,000 of which the Town of Halfmoon's local share match is \$216,600 therefore an increase is necessary in the amount of \$80,350 plus \$4,975 to cover the just compensation for temporary and permanent easements necessary for the multi-use path, which will be funded from Recreation Fees.

Debit: Estimated Revenues 35-510 \$85,325
 Subsidiary: 35-4-5031 - \$85,325
 Interfund Transfers

Credit: Appropriations 35-960 \$85,325
 Subsidiary: 35-5-7150.20 - \$85,325
 Culture & Recreational – Parks

A resolution is necessary to close out the project budgetary accounts for the Hudson River Park Construction Ph II. The project budget was \$375,000 which was funded by grant monies and recreation fees from the Special Revenue Fund. Money left over will be returned to the Special Revenue Fund.

Debit: Appropriations 35-960 \$375,000
 Subsidiary: 35-5-7150.23 - \$375,000
 Culture & Recreational – Parks

Credit: Estimated Revenues 35-510 \$375,000
 Subsidiary: 35-4-3897.00 - \$187,500
 Cultural & Rec Grants
 35-4-5031 - \$187,500
 Interfund Transfers

PUBLIC COMMENT (for discussion of non-agenda items)

ADJOURN